

SOUTH PORTLAND HOUSING AUTHORITY

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: SOUTH PORTLAND HOUSING AUTHORITY

PHA Number: ME020

PHA Fiscal Year Beginning: 10/01/2001

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is: (state mission here)

THE MISSION OF THE SOUTH PORTLAND HOUSING AUTHORITY IS TO PROVIDE DECENT, SAFE AND SANITARY HOUSING FOR LOW INCOME FAMILIES AND FAMILIES WITH DISABILITIES IN THE ABSENCE OF ANY PRIVATE ACTIVITY IN THESE AREAS WITHIN THE CITY.

- **TO ACTIVELY FOSTER THE NEED FOR ADDITIONAL UNITS IF HOUSING FOR THE ELDERLY AND LOW TO MODERATE INCOME FAMILIES**
- **TO FORGE LINKS WITH PUBLIC AND PRIVATE PARTNERSHIPS**
- **TO ANTICIPATE THE DRAMATIC INCREASE OF ELDERLY POPULATION IN THIS CENTURY**
- **TO ANTICIPATE THE NEED FOR SPECIALIZED HOUSING SERVICES IN THIS CENTURY**

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☐ PHA Goal: Expand the supply of assisted housing
Objectives:

- ☐ Apply for additional rental vouchers:
- ☐ Reduce public housing vacancies:
- ☐ Leverage private or other public funds to create additional housing opportunities:
- ☐ Acquire or build units or developments
- ☐ Other (list below)

- ☐ PHA Goal: Improve the quality of assisted housing
Objectives:
 - ☐ Improve public housing management: (PHAS score)
 - ☐ Improve voucher management: (SEMAP score)
 - ☐ Increase customer satisfaction:
 - ☐ Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - ☐ Renovate or modernize public housing units:
 - ☐ Demolish or dispose of obsolete public housing:
 - ☐ Provide replacement public housing:
 - ☐ Provide replacement vouchers:
 - ☐ Other: (list below)

- ☐ PHA Goal: Increase assisted housing choices
Objectives:
 - ☐ Provide voucher mobility counseling:
 - ☐ Conduct outreach efforts to potential voucher landlords
 - ☐ Increase voucher payment standards
 - ☐ Implement voucher homeownership program:
 - ☐ Implement public housing or other homeownership programs:
 - ☐ Implement public housing site-based waiting lists:
 - ☐ Convert public housing to vouchers:
 - ☐ Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

- ☐ PHA Goal: Provide an improved living environment
Objectives:
 - ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - ☐ Implement public housing security improvements:

- ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ☐ Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- ☐ PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- ☐ Increase the number and percentage of employed persons in assisted families:
- ☐ Provide or attract supportive services to improve assistance recipients' employability:
- ☐ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☐ PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- ☐ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- ☐ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- ☐ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

GOAL: MANAGE THE SOUTH PORTLAND HOUSING AUTHORITY'S PUBLIC HOUSING PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER

Objectives:

1. HUD shall recognize the South Portland Housing Authority as a standard performer under PHAS for our fiscal year ending September 30, 2001.
2. HUD shall recognize the South Portland Housing Authority as a high performer under PHAS for our fiscal year ending September 30, 2002 and each year thereafter.
3. The South Portland Housing Authority shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry. This is an on-going objective.

GOAL: MANAGE THE SOUTH PORTLAND HOUSING AUTHORITY'S TENANT-BASED PROGRAMS IN AN EFFICIENT AND EFFECTIVE MANNER

Objectives:

1. HUD shall recognize the South Portland Housing Authority as a standard performer under SEMAP for our fiscal year ending September 30, 2001.
2. HUD shall recognize the South Portland Housing Authority as a high performer under SEMAP for our fiscal year ending September 30, 2002 and each year thereafter.

GOAL: ENHANCE THE MARKETABILITY OF THE SOUTH PORTLAND HOUSING AUTHORITY'S PUBLIC HOUSING UNITS

Objectives:

1. The South Portland Housing Authority shall achieve a level of customer satisfaction that gives the agency the highest score

possible in this element of the Public Housing Assessment System for the Fiscal Year ending September 30, 2005.

2. The South Portland Housing Authority shall achieve proper curb appeal for its public housing developments by improving its landscaping, keeping its grass cut, making the properties litter-free and other actions. This is an on-going objective.

GOAL: EXPAND THE RANGE AND QUALITY OF HOUSING CHOICES AVAILABLE TO PARTICIPANTS IN THE SOUTH PORTLAND HOUSING AUTHORITY'S TENANT-BASED PROGRAM

Objective:

1. The South Portland Housing Authority shall attract new landlords who want to participate in the program. This is an on-going objective.

GOAL: IMPROVE ACCESS OF PUBLIC HOUSING RESIDENTS TO SERVICES THAT SUPPORT ECONOMIC OPPORTUNITY AND QUALITY OF LIFE

Objectives:

1. The South Portland Housing Authority will create 3 new computer labs in our elderly buildings by September 30, 2005.
2. The South Portland Housing Authority shall assist its resident organizations in strengthening their organizations. This objective will be accomplished by September 30, 2005.

Annual PHA Plan
PHA Fiscal Year 2001

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

Streamlined Plan:

- ☒ **High Performing PHA**
☐ **Small Agency (<250 Public Housing Units)**
☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

[24 CFR Part 903.7 9 (r)]

ii. Executive Summary of the Annual PHA Plan

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The South Portland Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

We have adopted the following mission statement to guide the activities of the South Portland Housing Authority.

THE MISSION OF THE SOUTH PORTLAND HOUSING AUTHORITY IS TO PROVIDE DECENT, SAFE AND SANITARY HOUSING FOR LOW INCOME FAMILIES AND FAMILIES WITH DISABILITIES IN THE ABSENCE OF ANY PRIVATE ACTIVITY IN THESE AREAS WITHIN THE CITY.

- **TO ACTIVELY FOSTER THE NEED FOR ADDITIONAL UNITS IF HOUSING FOR THE ELDERLY AND LOW TO MODERATE INCOME FAMILIES**
- **TO FORGE LINKS WITH PUBLIC AND PRIVATE PARTNERSHIPS**
- **TO ANTICIPATE THE DRAMATIC INCREASE OF ELDERLY POPULATION IN THIS CENTURY**
- **TO ANTICIPATE THE NEED FOR SPECIALIZED HOUSING SERVICES IN THIS CENTURY**

We have also adopted the following goals and objectives for the next five years.

**GOAL: MANAGE THE SOUTH PORTLAND HOUSING AUTHORITY'S
PUBLIC HOUSING PROGRAM IN AN EFFICIENT AND
EFFECTIVE MANNER**

Objectives:

1. HUD shall recognize the South Portland Housing Authority as a standard performer under PHAS for our fiscal year ending September 30, 2001.
2. HUD shall recognize the South Portland Housing Authority as a high performer under PHAS for our fiscal year ending September 30, 2002 and each year thereafter.
3. The South Portland Housing Authority shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry. This is an on-going objective.

**GOAL: MANAGE THE SOUTH PORTLAND HOUSING AUTHORITY'S
TENANT-BASED PROGRAMS IN AN EFFICIENT AND
EFFECTIVE MANNER**

Objectives:

1. HUD shall recognize the South Portland Housing Authority as a standard performer under SEMAP for our fiscal year ending September 30, 2001.
2. HUD shall recognize the South Portland Housing Authority as a high performer under SEMAP for our fiscal year ending September 30, 2002 and each year thereafter.

**GOAL: ENHANCE THE MARKETABILITY OF THE SOUTH
PORTLAND HOUSING AUTHORITY'S PUBLIC HOUSING
UNITS**

Objectives:

1. **The South Portland Housing Authority shall achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System for the Fiscal Year ending September 30, 2005.**
2. **The South Portland Housing Authority shall achieve proper curb appeal for its public housing developments by improving its landscaping, keeping its grass cut, making the properties litter-free and other actions. This is an on-going objective.**

GOAL: EXPAND THE RANGE AND QUALITY OF HOUSING CHOICES AVAILABLE TO PARTICIPANTS IN THE SOUTH PORTLAND HOUSING AUTHORITY'S TENANT-BASED PROGRAM

Objective:

1. **The South Portland Housing Authority shall attract new landlords who want to participate in the program. This is an on-going objective.**

GOAL: IMPROVE ACCESS OF PUBLIC HOUSING RESIDENTS TO SERVICES THAT SUPPORT ECONOMIC OPPORTUNITY AND QUALITY OF LIFE

Objectives:

1. **The South Portland Housing Authority will create 3 new computer labs in our elderly buildings by September 30, 2005.**
2. **The South Portland Housing Authority shall assist its resident organizations in strengthening their organizations. This objective will be accomplished by September 30, 2005.**

Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they

outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan for the State of Maine. The following are a few highlights of our Annual Plan.

- In our Public Housing Program, we have adopted a local preference for applicants that reside or work in South Portland. All other factors being equal, applicants are processed based on the date and time the application is received in the housing authority office. For our Section 8 program we give a preference for any applicant that resides or works in South Portland and a preference for any applicant aged 62 years or older that may or may not need supportive services in daily living activities.
- We have adopted an aggressive screening policy for public housing to ensure to the best of our ability that new admissions will be good neighbors. In our Section 8 program, we are screening applicants to the fullest extent allowable while not taking away the ultimate responsibility from the landlord. Our screening practices meet all fair housing requirements.
- We have adopted a Deconcentration Policy.
- We have established a minimum rent of \$50 for our public housing and Section 8 program.
- We have established flat rents for all of our public housing developments.
- Our Interim Reexamination policy requires families to report any increase in income, decreases in allowable expenses, or changes in the family composition that would result in a change in the Total Tenant Payment.
- We are utilizing the published Fair Market Rents as our payment standard for the Section 8 program.

Summary of Program Changes

During this past year we have made numerous changes to our policies and/or programs based on changes in statutes and/or HUD regulations that have occurred in the past year. HUD mandated all of these.

- Updated our public housing Admissions and Continued Occupancy Policy
- Updated our public housing Dwelling Lease
- Updated our public housing Grievance Procedures
- Adopted a policy governing pet ownership in public housing family units and updated our policy governing pet ownership in public housing units and buildings designated for occupancy by elderly and disabled individuals and families

- Updated our Section 8 Administrative Plan

In addition, we have made the following discretionary changes.

- In accordance with 24 CFR part 983, the South Portland Housing Authority intends to implement a Project-Based Voucher Program. As required by the regulations, this attachment is included as a part of our Agency Plan submission for our fiscal year beginning October 1, 2001.

In summary, we are on course to improve the condition of affordable housing in the City of South Portland, Maine.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	1
ii. Table of Contents	5
1. Housing Needs	9
2. Financial Resources	19
3. Policies on Eligibility, Selection and Admissions	21
4. Rent Determination Policies	31
5. Operations and Management Policies	36
6. Grievance Procedures	37
7. Capital Improvement Needs	38
8. Demolition and Disposition	40
9. Designation of Housing	41
10. Conversions of Public Housing	42
11. Homeownership	43
12. Community Service Programs	45
13. Crime and Safety	48
14. Pets	50
15. Civil Rights Certifications (included with PHA Plan Certifications)	50
16. Audit	50
17. Asset Management	50
18. Other Information	51

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☒ Admissions Policy for Deconcentration

**Attachment me020a01 South Portland Housing Authority
Deconcentration Policy**

- ☒ FY 2001 Capital Fund Program Annual Statement

**Attachment me020b01 South Portland Housing Authority FY 2001
Capital Fund Program Annual Statement**

- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☐ PHA Management Organizational Chart
☒ FY 2001 Capital Fund Program 5 Year Action Plan

**Attachment me020c01 South Portland Housing Authority Capital Fund
Program 5-Year Action Plan**

- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) **See PHA Plan Text.**

- ☒ Other (List below, providing each attachment name)

**Attachment me020d01 – South Portland Housing Authority Statement of
Progress in Meeting Goals and Objectives**

**Attachment me020e01 – South Portland Housing Authority Definition of
Substantial Deviation and Significant Amendment or Modification.**

**Attachment me020f01 – South Portland Housing Authority
Implementation of Community Service Requirements**

**Attachment me020g01 – South Portland Housing Authority Resident
Member on the PHA Governing Board**

**Attachment me020h01 – South Portland Housing Authority List of
Resident Advisory Board Members**

Attachment me020i01 – South Portland Housing Authority FY 2000 Capital Fund Program P & E Report ME36P02050100 for the quarter ended 3/31/01

Attachment me020j01 – South Portland Housing Authority FY 1999 Capital Fund Program P & E Report ME36P02070799 for the quarter ended 3/31/01

Attachment me020k01 – South Portland Housing Authority Deconcentration and Income Mixing

Attachment me020l01 – South Portland Housing Authority Pet Policy Statement

Attachment me020m01 – South Portland Housing Authority Statement of Intent to Implement a Project-Based Voucher Program

Attachment me020n01 – South Portland Housing Authority FY 1998 CGP P&E/Final Report

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy	Annual Plan: Eligibility,

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or	Annual Plan: Demolition

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	disposition of public housing	and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
NA	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	4664	4	5	2	5	4	2
Income >30% but <=50% of AMI	3569	4	5	2	5	4	2
Income >50% but <80% of AMI	3845	4	5	2	5	4	2
Elderly	3179	4	5	2	5	4	2
Families with Disabilities	NA						
Race/Ethnicity- Black	274	4	5	2	5	4	2
Race/Ethnicity- Hispanic	224	4	5	2	5	4	2
Race/Ethnicity- Native American	151	4	5	2	5	4	2
Race/Ethnicity- Asian/Pacific Is	258	4	5	2	5	4	2

Cumberland County, ME

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s (**Maine Consolidated Plan**)
Indicate year: 2000
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy
("CHAS") dataset
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☐ Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	88		82 certs/vouchers
Extremely low income <=30% AMI	60	68%	
Very low income (>30% but <=50% AMI)	28	32%	
Low income (>50% but <80% AMI)	0	0	
Families with children	38	43%	
Elderly families	17	19%	
Families with Disabilities	28	32%	
Race/ethnicity-Black	0	0	
Race/ethnicity-Hispanic	0	0	
Race/ethnicity-Native American	0	0	
Race/ethnicity-Asian/Pacific Is	0	0	
Characteristics by Bedroom Size (Public Housing Only)	NA	NA	NA
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
If yes:
How long has it been closed (# of months)? Closed 5/4/2001
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	284		53 units
Extremely low income <=30% AMI	136	48%	
Very low income (>30% but <=50% AMI)	93	33%	
Low income (>50% but <80% AMI)	55	19%	
Families with children	71	60%	
Elderly families	118	42%	
Families with Disabilities	95	22%	
Race/ethnicity-Black	0	0	
Race/ethnicity-Native American	0	0	
Race/ethnicity-Hispanic	0	0	
Race/ethnicity-Asian/Pacific Is	0	0	

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
0BR	29	10%	7 units
1BR	163	57%	15 units
2BR	67	24%	21 units
3BR	24	8%	5 units
4BR	1	1%	5 units
5+ BR	0	0	0
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 5/4/2001</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p>			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☐ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required

- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☐ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☐ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☐ Adopt rent policies to support and encourage work
- ☒ Other: (list below)

The following is an extract from our adopted Admissions and Continued Occupancy Policy governing preferences is selection of residents:

(a.) LOCAL PREFERENCE

Any applicant that resides or works in South Portland will be given a local preference.

All other factors being equal, applicants shall be processed on a first-in, first-out basis.

The following is an extract from our adopted Section 8 Administrative Plan:

D. **PREFERENCE IN SELECTION OF RESIDENTS**

(1) **LOCAL PREFERENCE**

The HA uses these Local Preferences, which are weighted highest to lowest in the following order, reflect priorities by need as well as local concerns, and require verification at the time of offer:

(1) Preference for any applicant that resides or works in South Portland will be given a local preference; and

(2) Preference for any applicant aged 62 years or older that may or may not need supportive services in daily living activities will be given a local preference.

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☐ Adopt rent policies to support and encourage work
- ☒ Other: (list below)

The following is an extract from our adopted Admissions and Continued Occupancy Policy governing preferences in selection of residents:

(a.) **LOCAL PREFERENCE**

Any applicant that resides or works in South Portland will be given a local preference.

All other factors being equal, applicants shall be processed on a first-in, first-out basis.

The following is an extract from our adopted Section 8 Administrative Plan:

D. **PREFERENCE IN SELECTION OF RESIDENTS**

(1) **LOCAL PREFERENCE**

The HA uses these Local Preferences, which are weighted highest to lowest in the following order, reflect priorities by need as well as local concerns, and require verification at the time of offer:

- (1) Preference for any applicant that resides or works in South Portland will be given a local preference; and
- (2) Preference for any applicant aged 62 years or older that may or may not need supportive services in daily living activities will be given a local preference.

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☒ Other: (list below)

The following is an extract from our adopted Admissions and Continued Occupancy Policy governing preferences in selection of residents:

(a.) LOCAL PREFERENCE

Any applicant that resides or works in South Portland will be given a local preference.

All other factors being equal, applicants shall be processed on a first-in, first-out basis.

Buildings designed for the elderly and disabled: Preference will be given to elderly and disabled families. If there are no elderly or disabled families on the list, preference will then be given to near-elderly families. If there are no near-elderly families on the waiting list, units will be offered to families who qualify for the appropriate bedroom size using these priorities.

The following is an extract from our adopted Section 8 Administrative Plan:

D. PREFERENCE IN SELECTION OF RESIDENTS

(1) LOCAL PREFERENCE

The HA uses these Local Preferences, which are weighted highest to lowest in the following order, reflect priorities by need as well as local concerns, and require verification at the time of offer:

(1) Preference for any applicant that resides or works in South Portland will be given a local preference; and

(2) Preference for any applicant aged 62 years or older that may or may not need supportive services in daily living activities will be given a local preference.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☐ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☒ Other: (list below)

The following public housing policies are utilized to target assistance to families with disabilities:

Buildings designed for the elderly and disabled: Preference will be given to elderly and disabled families. If there are no elderly or disabled families on the list, preference will then be given to near-elderly families. If there are no near-elderly families on the waiting list, units will be offered to families who qualify for the appropriate bedroom size using these priorities.

Accessible Units: Accessible units will be first offered to families who may benefit from the accessible features. Applicants for these units will be selected utilizing the same preference system as outlined above. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicants, however, must sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature applies. Any family required to transfer will be given a 30-day notice.

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☒ Other: (list below)

There are no areas of minority concentration within the jurisdiction of the South Portland Housing Authority. The Housing needs analysis reflects a less than 10% minority population in Cumberland County.

Our Resident Selection and Assignment Policy ensures that each applicant shall be assigned the appropriate place on a community-wide basis based on the date and time the application is received, suitable type and size of unit, and factors affecting preference or priority established by the Authority's regulations, which are not inconsistent with the objectives of Title VI of the Civil Rights Act of 1964 and applicable HUD regulations.

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☐ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☐ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☒ Other: (list below)

It is the policy of the South Portland Housing Authority, in the administration of the public housing and Section 8 programs, to fully comply with all Federal, State and local nondiscrimination laws; the Americans with Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity. The South Portland Housing Authority shall affirmatively further fair housing in the administration of its public housing program.

No person shall, on the grounds of race, color, sex, religion, national or ethnic origin, familial status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the South Portland Housing Authority's programs.

To further its commitment to full compliance with applicable Civil Rights laws, the South Portland Housing Authority will provide Federal/State/local information to applicants/tenants of the Public Housing Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available at the South Portland Housing Authority office. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

The South Portland Housing Authority will assist any family that believes they have suffered illegal discrimination by providing them copies of the appropriate housing discrimination forms. The South Portland Housing Authority will also assist them in completing the forms if requested, and will provide them with the address of the nearest HUD office of Fair Housing and Equal Opportunity.

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☐ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- ☐ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other

funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	365,030	
b) Public Housing Capital Fund	490,674	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,276,465	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	1,070,000	P H Operations
4. Other income (list below)		
Excess Utilities/non dwelling rentals	10,020	P H Operations
Misc. Income	30,000	P H Operations
4. Non-federal sources (list below)		
Investment Income	30,000	P H Operations
Total resources	4,272,189	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☒ When families are within a certain time of being offered a unit: **30 to 45 days**
- ☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☐ Housekeeping
- ☒ Other (describe)

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

(e.) RESIDENT SELECTION CRITERIA

The following additional criteria will be used in selecting Families for occupancy:

- (1) Applicant's past performance in meeting financial obligations, especially rent;
- (2) A record of disturbance of neighbors, destruction of property, or living or housekeeping habits at prior residences which may adversely affect the health, safety, or welfare of other residents;
- (3) Any criminal activity involving crimes of physical violence to persons or property and other criminal acts which would adversely affect the health, safety, or welfare of other residents;

- (4) Evidence of alcohol abuse that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.
- (5) To care for and avoid damaging the unit and common areas;
- (6) To use facilities, appliances and equipment in a reasonable way;
- (7) Not to interfere with the rights and peaceful enjoyment of others and to avoid damaging the property of others;
- (8) *Not to have ever* been convicted of manufacturing or producing methamphetamine, also known as “speed”;
- (9) To comply with necessary and reasonable rules and program requirements of HUD and the PHA; and,
- (10) To comply with local health and safety codes.

In the event of the receipt of unfavorable information with respect to an applicant, consideration shall be given to the time, nature and extent of the applicant’s conduct and to factors which might indicate a reasonable probability of favorable future conduct or financial prospects. For example:

- (a) Evidence of rehabilitation;
- (b) Evidence of the applicant Family’s participation in or willingness to participate in social services or other appropriate counseling service programs and the availability of such programs; and,
- (c) Evidence of the applicant Family’s willingness to attempt to increase Family income and the availability of training or employment programs in the locality.

- c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously?
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☒ One
- ☐ Two
- ☐ Three or More

- b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
☐ Overhoused
☐ Underhoused
☐ Medical justification
☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
☐ Resident choice: (state circumstances below)
☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☐ Victims of domestic violence
☐ Substandard housing
☐ Homelessness
☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
 Victims of domestic violence
 Substandard housing
 Homelessness
 High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ 1 Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

This section intentionally left blank in accordance with the instructions found in HUD PIH Notice 99-51. See Attachment me020l01 – South Portland Housing Authority Deconcentration and Income Mixing.

a. ☐ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site based waiting lists
If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. ☐ Yes ☐ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☐ Criminal or drug-related activity only to the extent required by law or regulation

- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☒ Other (list below)

Income eligibility only

- b. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
 - ☐ Criminal or drug-related activity
 - ☒ Other (describe below)

The South Portland Housing Authority will give the prospective landlord the name and address of a Certificate/Voucher's current landlord; upon request from a landlord the Housing Authority will give additional information on a Tenant's rental history.

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
 - ☒ None
 - ☐ Federal public housing
 - ☐ Federal moderate rehabilitation
 - ☐ Federal project-based certificate program
 - ☐ Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
 - ☒ PHA main administrative office
 - ☐ Other (list below)

(3) Search Time

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

The Voucher is valid for a period of at least 60 calendar days from the date of issuance. The family must submit a Request for Lease Approval and Lease within the 60 day period unless an extension has been granted by the HA.

If the Voucher has expired, and has not been extended by the HA or expires after an extension, the family will be denied assistance. The family will not be entitled to a review or hearing. If the family is currently assisted, they may remain as a participant in their unit if there is an assisted lease/contract in effect.

When a Request for Lease Approval is received, the HA will deduct the number of days required to process the request from the 60 day term of the voucher.

(4) Admissions Preferences

- a. Income targeting

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness

☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)

Preference for any applicant aged 62 years or older that may or may not need supportive services in daily living activities will be given a local preference

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ 1 Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes

☒ 2 Other preference(s) (list below)

Preference for any applicant aged 62 years or older that may or may not need supportive services in daily living activities will be given a local preference

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☒ This preference has previously been reviewed and approved by HUD
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
☒ Briefing sessions and written materials
☒ Other (list below)

Written materials pertaining to the Project Based Section 8 Units for the Elderly with amenities

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices
☐ Other (list below)

4. PHA Rent Determination Policies

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☒ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply) **NA**

- ☐ For the earned income of a previously unemployed household member
- ☐ For increases in earned income
- ☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

- ☐ Fixed percentage (other than general rent-setting policy)
- If yes, state percentage/s and circumstances below:

- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☐ Yes for all developments
- ☐ Yes but only for some developments
- ☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)
 - ☐ Never
 - ☐ At family option
 - ☒ Any time the family experiences an income increase
 - ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
 - ☐ Other (list below)

- g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
 - ☒ The section 8 rent reasonableness study of comparable housing
 - ☒ Survey of rents listed in local newspaper
 - ☒ Survey of similar unassisted units in the neighborhood
 - ☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to**

the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☒ 100% of FMR
- ☐ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☒ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

The South Portland Housing Authority is a high performing agency and is not required to complete this section.

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☐ An organization chart showing the PHA's management structure and organization is attached.
- ☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		

Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

The South Portland Housing Authority is a high performing agency and is not required to complete this section.

A. Public Housing

1. ☐ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☐ PHA main administrative office
☐ PHA development management offices

☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- ☐ PHA main administrative office
- ☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- ☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) Attachment me020b01 - South Portland Housing Authority Capital Fund Program FY 2001 Annual Statement

-or-

- ☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)
- b. If yes to question a, select one:
- ☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name Attachment me020c01 - South Portland Housing Authority Capital Fund Program 5 Year Action Plan
- or-
- ☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - ☐ Revitalization Plan under development
 - ☐ Revitalization Plan submitted, pending approval
 - ☐ Revitalization Plan approved

☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>

4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. Coverage of action (select one)
<input type="checkbox"/> Part of the development
<input type="checkbox"/> Total development
7. Timeline for activity:
a. Actual or projected start date of activity:
b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type:
Occupancy by only the elderly <input type="checkbox"/>
Occupancy by families with disabilities <input type="checkbox"/>
Occupancy by only elderly families and families with disabilities <input type="checkbox"/>

3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next

question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved

HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy

and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

The South Portland Housing Authority is a high performing agency and is not required to complete this section. See Attachment me020g01.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☐ Yes ☐ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☐ Client referrals
- ☐ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☐ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☐ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description	Estimated	Allocation	Access	Eligibility

(including location, if appropriate)	Size	Method (waiting list/random selection/specific criteria/other)	(development office / PHA main office / other provider name)	(public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

- The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
 - ☐ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - ☐ Informing residents of new policy on admission and reexamination
 - ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.

- ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

The South Portland Housing Authority is a high performing agency; is not participating in PHDEP; and is not submitting a PHDEP Plan with this PHA Plan.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☐ Safety and security survey of residents
- ☐ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☐ Resident reports
- ☐ PHA employee reports

- ☐ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☐ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☐ Police provide crime data to housing authority staff for analysis and action
- ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☐ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- ☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See Attachment me020m01 – South Portland Housing Authority Pet Policy Statement

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? ____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

The South Portland Housing Authority is a high performing agency and is not required to complete this section.

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- ☐ Not applicable
- ☐ Private management
- ☐ Development-based accounting
- ☐ Comprehensive stock assessment
- ☐ Other: (list below)
3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☐ Yes ☒ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- ☐ Attached at Attachment (File name)
- ☐ Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:
- ☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

See Attachment me020h01 – South Portland Housing Authority Resident on the PHA Governing Board

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: **Maine Consolidated Plan**
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☐ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

- The South Portland Housing Authority will continue to provide a drug free workplace.
- The South Portland Housing Authority will continue to maintain and renovate its public housing units.
- The South Portland Housing Authority has successfully eliminated the risk of lead based paint poisoning in all of its public housing units and strives to provide housing opportunities to its Section 8 program participants free of the risk of lead based paint poisoning.
- The South Portland Housing Authority will continue to meet the special needs of elderly families and families with disabilities by providing appropriate and accessible housing in the public housing program.
- The South Portland Housing Authority will continue to market its public housing and Section 8 program to make families and individuals aware of the availability of decent, safe, sanitary and affordable housing in the jurisdiction of the Housing Authority.
- The South Portland Housing Authority is developing additional housing opportunities for low and moderate income families by creating assisted housing units utilizing tax credit dollars.
- The South Portland Housing Authority will continue to provide housing for low income families under the Section 8 new construction program.
- The South Portland Housing Authority Admission and Continued Occupancy Policy (ACOP) requirements are established and designed to:
 - (1) Provide improved living conditions for very low and low-income families while maintaining their rent payments at an affordable level.

- (2) To operate a socially and financially sound public housing agency that is violence and drug-free, decent, safe and sanitary housing with a suitable living environment for residents and their families.
 - (3) To avoid concentrations of economically and socially deprived families in any of our public housing developments.
 - (4) Deny the admission of applicants, or the continued occupancy of residents, whose habits and practices reasonably may be expected to adversely affect the health, safety, comfort or welfare of other residents or the physical environment of the neighborhood, or create a danger to our employees.
 - (5) To attempt to house a tenant body in each development that is composed of families with a broad range of incomes and rent-paying abilities that is representative of the range of incomes of low income families in our jurisdiction.
 - (6) To ensure compliance with Title VI of the Civil Rights Act of 1964 and all other applicable Federal fair housing laws and regulations so that the admissions and continued occupancy are conducted without regard to race, color, religion, creed, sex, national origin, handicap or familial status.
- We have similar principles for our Section 8 program:
 - (1) To provide decent, safe and sanitary housing for very low income families while maintaining their rent payments at an affordable level.
 - (2) To ensure that all units meet Housing Quality Standards and families pay fair and reasonable rents.
 - (3) To promote fair housing and the opportunity for very low-income families of all ethnic backgrounds to experience freedom of housing choice.
 - (4) To promote a housing program which maintains quality service and integrity while providing an incentive to private property owners to rent to very low-income families.
 - (5) To attain and maintain a high level of standards and professionalism in our day to day management of all program components.
 - (6) To administer an efficient, high-performing agency through continuous improvement of the Housing Authority support systems and commitment to our employees and their development.

Our agency is part of the entire effort undertaken by the City of South Portland, Cumberland County and the State of Maine to address our jurisdiction's affordable housing needs. While we cannot ourselves meet the entire need identified in the Consolidated Plan, in accordance with our goals and objectives included in this Plan, we will try to address some of the identified need by using appropriate resources to maintain and preserve our existing stock. When appropriate and feasible, we will apply for additional grants and loans from federal, state and local sources, including private sources to enhance the affordable housing available in our community. We intend to continue working with our local partners to try and meet these identified needs.

This year we expect to continue to utilize the funds we receive for our existing programs to house people. We will be focusing on management improvements, modernization and increasing the number of owners willing to participate in our Section 8 program. Priorities and guidelines for programs often change from year to year and our decisions to pursue certain opportunities and resources may change over the coming year if there are program changes beyond our control.

☐ Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The Maine Consolidated Plan for the 5-year period 2000-2005 Plan is supportive and is consistent with the South Portland Housing Authority 5-year plan and Annual Plan.

The 5 year strategic plan for assisting the low income citizens in Maine ranks the priority needs for each of the housing population groups as follows:

HIGH PRIORITY	Very Low Income Home Owners
HIGH PRIORITY	Very Low Income Renters
HIGH PRIORITY	Homeless Persons and Families
HIGH PRIORITY	Very Low Income Persons with Special Needs
HIGH PRIORITY	First-time Homebuyers
HIGH PRIORITY	Very Low Income First-time Homebuyers
MEDIUM PRIORITY	Low Income Renters
MEDIUM PRIORITY	Non-homeless Persons with Special Needs
MEDIUM PRIORITY	Low Income Owners
LOW PRIORITY	Large Related Renter Households

While the housing development strategies outlined in the Consolidated Plan do not specifically address or include local public housing agencies, the priorities and strategies are consistent with and support the South Portland Housing Authority's 5-

year and annual plans to accomplish similar objectives for the very low and low income persons and families in its jurisdiction. The State of Maine proposes to utilize available HUD funding as well as numerous sources to accomplish the strategies outlined in the Consolidated Plan

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

The final Agency Plan Rule contains a requirement in 24 CFR 903.7® that agency plans contain a locally derived definition of “substantial deviation” and “significant amendment or modification.”

The South Portland Housing Authority has adopted a definition of substantial deviation and significant amendment or modification. It is found in Attachment me020f01 – South Portland Housing Authority Definition of Substantial Deviation and Significant Amendment or Modification.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

Attachment me020a01 - South Portland Housing Authority Deconcentration Policy

Attachment me020b01 - South Portland Housing Authority FY 2001 Capital Fund Program Annual Statement

Attachment me020c01 - South Portland Housing Authority Capital Fund Program 5-Year Action Plan

Attachment me020d01 – South Portland Housing Authority Statement of Progress in Meeting Goals and Objectives

Attachment me020e01 – South Portland Housing Authority Definition of Substantial Deviation and Significant Amendment or Modification

Attachment me020f01 – South Portland Housing Authority Implementation of Community Service Requirements

Attachment me020g01 – South Portland Housing Authority Resident Member on the PHA Governing Board

Attachment me020h01 – South Portland Housing Authority List of Resident Advisory Board Members

Attachment me020i01 – South Portland Housing Authority FY 2000 Capital Fund Program P & E Report ME36P02050100 for the quarter ended 3/31/01

Attachment me020j01 – South Portland Housing Authority FY 1999 Capital Fund Program P & E Report ME36P02070799 for the quarter ended 3/31/01

Attachment me020k01 – South Portland Housing Authority Deconcentration and Income Mixing

Attachment me020l01 – South Portland Housing Authority Pet Policy Statement

Attachment me020m01 – South Portland Housing Authority Statement of Intent to Implement a Project-Based Voucher Program

Attachment me020n01 – South Portland Housing Authority FY 1998 CGP P&E/Final Report

Attachment Me020a01

South Portland Housing Authority

Fiscal Year 2001 Agency Plan

Deconcentration Policy

It is the South Portland Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The South Portland Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income level of families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: SOUTH PORTLAND HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: ME36P02050101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input checked="" type="checkbox"/> X Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	98,134			
3	1408 Management Improvements Soft Costs	9,220			
	Management Improvements Hard Costs	15,000			
4	1410 Administration	49,067			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	20,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	30,000			
10	1460 Dwelling Structures	225,000			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	5,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	39,253			
		Original	Revised	Obligated	Expended
21	Amount of Annual Grant: (sum of lines.....)	490,674			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security –Soft Costs				
25	Amount of Line 21 related to Security-- Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: South Portland Housing Authority		Grant Type and Number Capital Fund Program Grant No: ME36P02050101 Replacement Housing Factor Grant No:					Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Funds Obligated	Funds Expended	
23-020-001 Hazard Towers	NONE								
23-020-002 Landry Village	Kitchen Remodeling		1460	50 Units	115,000				
	Electrical Improvements		1460	50 Units	30,000				
	Site Work		1450		10,000				
23-020-003 Boni Domus Tota Urbe	NONE								
23-020-004 Broadpines, Hill St., Elmwood	Site Improvements		1450		10,000				
23-020-005 Community Commons	Resurface Roofs		1460		40,000				
23-020-006 St. Cyr Court	Replace Carpets		1460		40,000				
	Site Work		1450		10,000				
PHA WIDE	Operations		1406		98,134				
	Management Improvements		1408		24,220				
	Administration		1410		49,067				
	Fees and Costs		1430		20,000				
	Non-Dwelling Equipment		1475		5,000				
	Contingency		1502		39,253				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: South Portland Housing Authority		Grant Type and Number Capital Fund Program No: ME36P02050101 Replacement Housing Factor No:				Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
23-020-001 Hazard Towers	9/03			9/05			
23-020-002 Landry Village	9/03			9/05			
23-020-003 Boni Domus Tota Urbe	9/03			9/05			
23-020-004 Broadpines, Hill St., Elmwood	9/03			9/05			
23-020-005 Community Commons	9/03			9/05			
23-020-006 St. Cyr Court	9/03			9/05			
PHA Wide	9/03			9/05			

Capital Fund Program Five-Year Action Plan**Part I: Summary**

PHA Name : South Portland Housing Authority		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/H A-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2002 PHA FY: 10/01/02	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 10/01/03	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 10/01/04	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 10/01/05
	Annual Stateme nt				
ME020-1		60,000	65,000	-0-	10,000
ME020-2		10,000	25,000	-0-	10,000
ME020-3		18,182	35,000	55,000	10,000
ME020-4		-0-	111,182	173,182	164,220
ME020-5		-0-	7,000	50,000	70,000
ME020-6		210,000	35,000	-0-	10,000
PHA Wide		192,492	212,530	212,492	216,454
CFP Funds Listed for 5-year planning		490,674	490,674	490,674	490,674
Replacement Housing Factor Funds					

Part II: Supporting Pages—Work Activities

[illegible]

Part II: Supporting Pages—Work Activities

Total CFP Estimated Cost	490,674			490,674
---------------------------------	----------------	--	--	----------------

Attachment me020d01

South Portland Housing Authority

Fiscal Year 2001 Agency Plan

Statement of Progress in Meeting the 5-Year Plan Mission and Goals

The following table reflects the progress we have made in achieving our goals and objectives:

Goal One: MANAGE THE SOUTH PORTLAND HOUSING AUTHORITY'S PUBLIC HOUSING PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER	
Objective	Progress
1. HUD shall recognize the South Portland Housing Authority as a standard performer under PHAS for our fiscal year ending September 30, 2001.	Not applicable for this Annual Plan submission. However, we are currently designated a high performer for our Fiscal Year ended 9/30/2000.
2. HUD shall recognize the South Portland Housing Authority as a high performer under PHAS for our fiscal year ending September 30, 2002 and each year thereafter.	Not applicable for this Annual Plan submission.
3. The South Portland Housing Authority shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry. This is an on-going objective.	Management staff have attended numerous training workshops and conferences this past year.

Goal Two: MANAGE THE SOUTH PORTLAND HOUSING AUTHORITY'S TENANT-BASED PROGRAMS IN AN EFFICIENT AND EFFECTIVE MANNER	
Objective	Progress
1. HUD shall recognize the South Portland	Not applicable for this Annual Plan

Housing Authority as a standard performer under SEMAP for our fiscal year ending September 30, 2001.	submission. We have not received a rating for our fiscal year ended 9/30/00
2. HUD shall recognize the South Portland Housing Authority as a high performer under SEMAP for our fiscal year ending September 30, 2002 and each year thereafter.	Not applicable for this Annual Plan submission.

Goal Three: ENHANCE THE MARKETABILITY OF THE SOUTH PORTLAND HOUSING AUTHORITY'S PUBLIC HOUSING UNITS	
Objective	Progress
1. The South Portland Housing Authority shall achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System for the Fiscal Year ending September 30, 2005.	Our most recent resident survey resulted in a score of 9.4 out of a possible 10 points.
2. The South Portland Housing Authority shall achieve proper curb appeal for its public housing developments by improving its landscaping, keeping its grass cut, making the properties litter-free and other actions. This is an on-going objective.	In the past year we have removed trees, cleaned up debris from all sites, planted trees and shrubs, painted exterior trim on buildings, and continue to police the grounds at all sites on a regular basis. Residents are charged for litter and trash. Our capital fund program includes items to further enhance our grounds.

Goal Four: EXPAND THE RANGE AND QUALITY OF HOUSING CHOICES AVAILABLE TO PARTICIPANTS IN THE SOUTH PORTLAND HOUSING AUTHORITY'S TENANT-BASED PROGRAM	
Objective	Progress
1. The South Portland Housing Authority shall attract new landlords who want to participate in the program. This is an on-going objective.	We have been successful in attracting new landlords to the program this past year. We plan to continue to market the program in order to attract landlords.

Goal Five: IMPROVE ACCESS OF PUBLIC HOUSING RESIDENTS TO SERVICES THAT SUPPORT ECONOMIC OPPORTUNITY AND QUALITY OF LIFE	
Objective	Progress
1. The South Portland Housing Authority will create 3 new computer labs in our elderly buildings by September 30, 2005.	We are ahead of schedule. We currently have 2 labs in place and a 3 rd planned for the ensuing fiscal year.
2. The South Portland Housing Authority shall assist its resident organizations in strengthening their organizations. This objective will be accomplished by September 30, 2005.	We are continuing our efforts to encourage and involve residents in keeping the organizations viable and active.

Attachment me020e01

South Portland Housing Authority

Fiscal Year 2001 Agency Plan

**Definition Of Substantial Deviation And Significant Amendment Or
Modification**

“Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the South Portland Housing Authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.”

Attachment me020f01

South Portland Housing Authority

Fiscal Year 2001 Agency Plan

Implementation of Public Housing Resident Community Service Requirements

The administrative steps that we will take to implement the Community Service Requirements include the following:

1. Development of Written Description of Community Service Requirement:

The South Portland Housing Authority has a written developed policy of Community Service Requirements as a part of the Admissions and Continued Occupancy Policy and has completed the required Resident Advisory Board review and public comment period.

2. Scheduled Changes in Leases:

The South Portland Housing Authority has made the necessary changes to the lease and has completed the required Resident Advisory Board review and public comment period.

3. Written Notification to Residents of Exempt Status to each Adult Family Member:

The South Portland Housing Authority will notify residents at the time of their recertification.

4. Cooperative Agreements with TANF Agencies:

The South Portland Housing Authority has a Cooperative Agreement with the TANF Agency (Maine Department of Human Services)

5. Programmatic Aspects:

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The South Portland Housing Authority will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.

Together with the Resident Advisory Board, the South Portland Housing Authority may create volunteer positions such as, litter patrols, and supervising and record keeping for volunteers.

South Portland Housing Authority

Fiscal year 2001 Agency Plan

Required Attachment me020g01 Resident Member on the PHA Governing Board

1. ☒ Yes ☐ No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

U. Agnes Bennett

B. How was the resident board member selected: (select one)?

- ☐ Elected
☒ Appointed

C. The term of appointment is (include the date term expires): 5 year term ending 10/03

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not? **NA**

- ☐ the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
☐ the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
☐ Other (explain):

B. Date of next term expiration of a governing board member: 03/02

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

South Portland City Council

South Portland Housing Authority

Fiscal Year 2001 Agency Plan

Required Attachment me020h01: Membership of the Resident Advisory Board or Boards

- i. List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Jane Keller

Agnes Bennett

Jane Hale

Floyd Jamison

Martha Woodsum

Lucille Blake

Dorothy Hattie

Betty Butts

Ruth Morrill

Joan MacDonald

Dorothy Libby

Attachment me020i02

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: SOUTH PORTLAND HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: ME36P02050100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies Revised <input checked="" type="checkbox"/> Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/01 Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	96,188	96,188	-0-	-0-
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs	10,000	10,000	-0-	-0-
4	1410 Administration	48,094	48,094	-0-	-0-
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	-0-	25,000		
8	1440 Site Acquisition				
9	1450 Site Improvement	-0-	40,000		
10	1460 Dwelling Structures	288,182	248,182	-0-	-0-
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	38,475	13,475		
21	Amount of Annual Grant: (sum of lines.....)	480,939	480,939	-0-	-0-

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: SOUTH PORTLAND HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: ME36P02050100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies Revised <input checked="" type="checkbox"/> Annual Statement (revision no: 1)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/01 Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security –Soft Costs				
25	Amount of Line 21 related to Security—Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: South Portland Housing Authority		Grant Type and Number Capital Fund Program Grant No: ME36P02050100 Replacement Housing Factor Grant No:					Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Funds Obligated	Funds Expended	
23-020-001	Ceilings – Common Areas		1460		13,182	13,182	-0-	-0-	
Hazard Towers	Kitchen Remodeling		1460	100 Units	115,000	185,000	-0-	-0-	
	Parking Lot Expansion		1450		-0-	40,000			Starting under 707/99 CGP
23-020-002	Kitchen Remodeling		1460		110,000	-0-	-0-	-0-	Moved to 2001
Landry Village									
23-020-003	NONE								
Boni Domus Tota Urbe									
23-020-004	Exterior - Paint Trim		1460		15,000	15,000	-0-	-0-	
Broadpines, 73Hill St., Elmwood Ave.	Resurface Roof (Elmwood & Hill St.)		1460		35,000	35,000	-0-	-0-	
23-020-005	NONE								
Community Commons									

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: South Portland Housing Authority		Grant Type and Number Capital Fund Program Grant No: ME36P02050100 Replacement Housing Factor Grant No:					Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
23-020-006	NONE								
St. Cyr Court									
PHA WIDE	Administration: Salary/Benefits/Etc.		1410		48,094	48,094	-0-	-0-	
	Management Improvements		1408		10,000	10,000	-0-	-0-	
	Operations		1406		96,188	96,188	-0-	-0-	
	Fees and Costs		1430		-0-	25,000			
	Contingency		1502		38,475	13,475			

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part III: Implementation Schedule**

PHA Name: South Portland Housing Authority		Grant Type and Number Capital Fund Program No: ME36P02050100 Replacement Housing Factor No:					Federal FY of Grant: 2000
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
23-020-001	9/30/02			9/30/04			
Hazard Towers							
23-020-002	N/A			N/A			
Landry Village							
23-020-003	N/A			N/A			
Boni Domus Tota Urbe							
23-020-004	9/30/02			9/30/04			
Broadpines, Hill St., Elmwood Ave.							
23-020-005	N/A			N/A			
Community Commons							
23-020-006	N/A			N/A			
St. Cyr Court							

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: SOUTH PORTLAND HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: ME36P02070799 Replacement Housing Factor Grant No:			Federal FY of Grant: 1999
Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/01 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs	2,355	2,355	2,355	2,355
4	1410 Administration	21,600	21,600	18,975.18	18,975.18
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,000	45,700	34,000	6,000
8	1440 Site Acquisition				
9	1450 Site Improvement	33,800	83,115	13,115	13,115
10	1460 Dwelling Structures	141,426	94,700	35,690.40	35,690.40
11	1465.1 Dwelling Equipment—Nonexpendable	43,062	30,137.38	30,137.38	30,137.38
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	21,057.95	21,057.95	21,057.95	21,057.95
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	12,713.05	2,348.67		
21	Amount of Annual Grant: (sum of lines.....)	301,014	301,014	155,330.91	127,330.91

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name:SOUTH PORTLAND HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: ME36P02070799 Replacement Housing Factor Grant No:			Federal FY of Grant: 1999
Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/01 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security –Soft Costs				
25	Amount of Line 21 related to Security-- Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: South Portland Housing Authority		Grant Type and Number Capital Fund Program Grant No: ME36P02070799 Replacement Housing Factor Grant No:					Federal FY of Grant: 1999		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
23-020-001 Hazard Towers	Parking Lot Expansion		1450		-0-	70,000			
23-020-002 Landry Village	Electrical Improvements		1460		30,000	-0-			Moved back to 2001
23-020-003 Boni Domus Tota Urbe	Replace Appliances		1465.1		5,625	5,625	5,625	5,625	Complete
	Boiler Replacement (Rainbow Ave.)		1460		6,200	6,200			
	Paint Exterior Trim		1460		7,900	7,900	7,900	7,900	Complete
	Resurface Roofs		1460		41,726	30,000			
23-020-004 Broadpines, 73 Hill St., 63 Elmwood Ave.	Replace Appliances		1465.1		24,437	24,437	24,437	24,437	Complete
	Resurface Roofs (Broadpines)		1460		30,000	25,000			
23-020-005 Community Commons	Replace Appliances		1465.1		13,000	75.38	75.38	75.38	Complete 99% Done Under 706/98 CGP
23-020-006 St.	Paint Units		1460	64 Units	25,600	25,600	25,600	25,600	Complete

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: South Portland Housing Authority		Grant Type and Number Capital Fund Program Grant No: ME36P02070799 Replacement Housing Factor Grant No:				Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
Cyr Court									
	Site Work		1450		13,115	13,115	13,115	13,115	Complete
PHA WIDE	None Dwelling & Equipment:								
	New Truck		1475		15,112	15,112	15,112	15,112	Complete
	Computer Hardware		1475		5,945.95	5,945.95	5,945.95	5,945.95	Complete
	Management Improvements:								
	Computer Software		1408		2,355	2,355	2,355	2,355	Complete
	Administrative:								
	Salary/Benefits/Ads/Mileage		1410		21,600	21,600	18,975.18	18,975.00	In Progress
	OTHER:								
	Fees & Costs								
	A/E Serv. - Physical Needs Assessment		1430		25,000	34,000	34,000	6,000	In Progress
	A/E Services – 20-1 Parking Lot Exp.		1430		-0-	11,700			
	Contingencies		1502		12,713.05	2348.67			

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part III: Implementation Schedule**

PHA Name: South Portland Housing Authority		Grant Type and Number Capital Fund Program No: ME36P02070799 Replacement Housing Factor No:					Federal FY of Grant: 1999
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
23-020-001 Hazard Towers		9/01			9/02		Work Item Reinstated – Originally Held Off
23-020-002 Landry Village	9/01	N/A		9/02	N/A		Work Item Put Back To 2001
23-020-003 Boni Domus Tota Urbe	9/01			9/02			
23-020-004 Broadpines, Hill St., Elmwood Ave.	9/01			9/02			
23-020-005 Community Commons	9/01		12/00	9/02		12/00	
23-020-006 St. Cyr Court	9/01		12/00	9/02		12/00	
PHA WIDE	9/01			9/02			

South Portland Housing Authority

Fiscal Year 2001 Agency Plan

Attachment me020k01

Component 3, (6) Deconcentration and Income Mixing

- a. ☒ Yes ☐ No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. ☐ Yes ☒ No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

Attachment me020l01

South Portland Housing Authority

Fiscal Year 2001 Agency Plan

Pet Policy Summary

The South Portland Housing Authority allows for pet ownership in its developments with the written pre-approval of the Housing Authority.

The South Portland Housing Authority adopts the following reasonable requirements as part of the Pet Policy:

1. Residents are responsible for any damage caused by their pets, including the cost of fumigating or cleaning their units.
2. In exchange for this right, resident assumes full responsibility and liability for the pet and agrees to hold the South Portland Housing Authority harmless from any claims caused by an action or inaction of the pet.
3. Residents must have the prior written approval of the Housing Authority before moving a pet into their unit.
4. Residents must request approval on the Pet Registration Information/Application Form that must be fully completed before the Housing Authority will approve the request.
5. A pet deposit of \$300 is required at the time of registering a pet.
6. The South Portland Housing Authority will allow only common household pets. This means only domesticated animals such as a dog, cat, bird, rodent (hamsters or gerbils), fish in aquariums or a turtle will be allowed in units. Common household pets do not include reptiles (except turtles).

All dogs and cats must be spayed or neutered. A licensed veterinarian must verify this fact.

Only one pet per unit will be allowed.

Visiting pets are not allowed.

Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed.

No animal may exceed thirty five (35) pounds in weight and stand less than eighteen (18) inches in height projected to full adult size.

7. In order to be registered, pets must be appropriately inoculated against rabies, distemper and other conditions prescribed by state and/or local ordinances. They must comply with all other state and local public health, animal control, and anti-cruelty laws including any licensing requirements. A certification signed by a licensed veterinarian or state or local official shall be annually filed with the South Portland Housing Authority to attest to the inoculations.
8. The Resident must designate a caretaker for the pet if the Resident is unable to care for it.
9. Pets are subject to all municipal "leash laws".
10. The Resident must abide by all guidelines and regulations of the Society for the Prevention of Cruelty to Animals (SPCA).
11. The South Portland Housing Authority, or an appropriate community authority, shall require the removal of any pet from a project if the pet's conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of the project or of other persons in the community where the project is located.

Attachment me020m01

South Portland Housing Authority

Fiscal Year 2001 Agency Plan

Statement of Intent to Implement a Project-Based Voucher Program

In accordance with 24 CFR part 983, the South Portland Housing Authority intends to implement a Project-Based Voucher Program. As required by the regulations, this attachment is included as a part of our Agency Plan submission for our fiscal year beginning October 1, 2001.

It is the intent of the South Portland Housing Authority to utilize up to 20% (77 units) of our current Section 8 Program allocation for a Project-Based Voucher Program. The program will be designed for Elderly persons and will include amenities such as light housekeeping, meals and transportation.

The location of the facility(s) is within the South Portland Housing Authority jurisdiction.

This project-based voucher program is consistent with our PHA Plan in that there is a significant need for housing for elderly persons in our jurisdiction as reflected in the Agency Plan Statement of Housing Needs. Elderly families currently on our waiting list have a difficult time finding suitable housing.

Attachment me020n01

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: SOUTH PORTLAND HOUSING AUTHORITY		Grant Type and Number CGP – ME36P-020-70698 Capital Fund Program Grant No: ME36P02070698 Replacement Housing Factor Grant No:			Federal FY of Grant: 1998
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/01 <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	-0-	-0-		
2	1406 Operations	-0-	-0-		
3	1408 Management Improvements Soft Costs	-0-	-0-		
	Management Improvements Hard Costs	-0-	-0-		
4	1410 Administration	13,335	-0-	13,370.50	13,370.50
5	1411 Audit	-0-	-0-		
6	1415 Liquidated Damages	-0-	-0-		
7	1430 Fees and Costs	-0-	-0-		
8	1440 Site Acquisition	-0-	-0-		
9	1450 Site Improvement	23,815	-0-	23,814.26	23,814.26
10	1460 Dwelling Structures	134,049	-0-	166,652.62	166,652.62
11	1465.1 Dwelling Equipment—Nonexpendable	94,605	-0-	66,576.62	66,576.62
12	1470 Nondwelling Structures	-0-	-0-		
13	1475 Nondwelling Equipment	-0-	-0-		
14	1485 Demolition	-0-	-0-		
15	1490 Replacement Reserve	-0-	-0-		
16	1492 Moving to Work Demonstration	-0-	-0-		
17	1495.1 Relocation Costs	-0-	-0-		
18	1499 Development Activities	-0-	-0-		
19	1502 Contingency	4,610	-0-		
21	Amount of Annual Grant: (sum of lines.....)	270,414		270,414	270,414

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: SOUTH PORTLAND HOUSING AUTHORITY		Grant Type and Number CGP – ME36P-020-70698 Capital Fund Program Grant No: ME36P02070698 Replacement Housing Factor Grant No:			Federal FY of Grant: 1998
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/01 <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line 21 Related to LBP Activities	-0-	-0-		
	Amount of line 21 Related to Section 504 compliance	-0-	-0-		
	Amount of line 21 Related to Security –Soft Costs	-0-	-0-		
	Amount of Line 21 related to Security-- Hard Costs	-0-	-0-		
	Amount of line 21 Related to Energy Conservation Measures	-0-	-0-		
	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: South Portland Housing Authority		Grant Type and Number CGP – ME36P-020-70698 Capital Fund Program Grant No: ME36P02070698 Replacement Housing Factor Grant No:				Federal FY of Grant: 1998			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
23-020-001 Hazard Towers	Expand Parking Lot		1450		-0-	-0-			Per ED, Indefinitely Held Off
	Replace Refrigerators		1465.1		32,605		32,605	32,605	Complete – Expended in Error From Acc. 1460
	Repair E-Call System		1460		-0-	-0-			Done Thru PH Budget
	Repair Fire Alarm System		1460		-0-	-0-			Done Thru PH Budget
23-020-002 Landry Village	Resurface Parking & Sidewalks		1450		-0-	-0-			Completed Under 705/97 CGP
	Replace Privacy Screens		1450		10,965	-0-	10,964.26	10,964.26	Complete - Started Under 705/97 CGP
	Replace Locks		1460		9,103	-0-	9,102.54	9,102.54	Complete
23-020-003 Boni Domus Tota Urbe	NONE								
23-020-004	Resurface Parking Lot		1450		12,850	-0-	12,850	12,850	Complete

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: South Portland Housing Authority		Grant Type and Number CGP – ME36P-020-70698 Capital Fund Program Grant No: ME36P02070698 Replacement Housing Factor Grant No:				Federal FY of Grant: 1998			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
Broadpines									
	Replace Locks		1460		7,748	-0-	7,747.78	7,747.78	Complete
23-020-005 Community Commons	Replace Locks Replace Appliances		1460 1465.1		10,040 -0-	-0- -0-	10,039.78 12,716.62	10,039.78 12,716.62	Complete Complete (moved up)
23-020-006 St. CyrCourt	Interior Signage		1460		-0-	-0-			Done Thru PH Budget
	Resurface Roof		1460		99,963	-0-	99,963	99,963	Complete
	Emergency Power System		1460		7,195	-0-	7,194.52	7,194.52	Complete
	Replace Appliances		1465.1		62,000	-0-	53,860	53,860	Complete
PHA WIDE	ADMINISTRATION Salary/Benefits Printing/Advertising/Mileage FEES & COSTS A & E Contingencies		1410 1410 1430 1502		13,303 32 -0- 4,610	-0- -0- -0-	13,302.97 67.53 	13,302.97 67.53 	

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part III: Implementation Schedule**

PHA Name: South Portland Housing Authority		Grant Type and Number CGP - ME36P-020-70698 Capital Fund Program No: ME36P02070698 Replacement Housing Factor No:					Federal FY of Grant: 1998
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
23-020-001 Hazard Towers	9/30/00			9/30/01		3/31/99	
23-020-002 Landry Village	9/30/00		9/30/99	9/30/01		12/31/99	
23-020-003 Boni Domus Toat Urbe	N/A			N/A			
23-020-004 Broadpines	9/30/00		9/30/99	9/30/01		12/31/99	
23-020-005 Community Commons	9/30/00		9/30/99	9/30/01		12/31/99	
23-020-006 St. Cyr Court	9/30/00		9/30/00	9/30/01		12/31/00	
PHA WIDE	9/30/00			9/30/01		12/31/00	

